

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.
 Region/Locality: Skyline Region
 Period: 06/28/03 - 07/26/03

Activity Report				
Task	Hours This Period	Total Hours	% Complete	Comments
Active Tasks				
PSAP STRATEGIC PLANNING	6.50			
1. Reviewed and revised each PSAP's project plan on periodic basis. Continued to monitor Phase I pending issues moving toward Phase II project tasks.	6.50		63%	Revised plans to reflect current status, accomplishments, and problems. Determine items to finalize Phase I, moving toward Phase II. Entire region.
PSAP ASSESSMENTS	22.00			
1. Continued with pending Phase I assessment issues regarding CPE.	22.00		93%	Worked on the continuing issue concerning the Motorola Centralink product. Trying to resolve the issue. Attended Teltronics demo for upgrade. Worked with vendor to get information for PSAP and WSB. Followed up on issue with PSAP, WSB, other LRK staff. Escalated to Senior PM. City of Waynesboro. Identified issues with CML upgrade for PSAP. Monitored process and assisted with follow up information. Nelson County.
FUNDING REQUEST/TRUE UP ASSISTANCE	22.75			
1. Began preparing for FY03 true ups and FY05 requests.	22.75		55%	On site visits with PSAPs to review true up forms and begin gathering documentation. Reviewed guidelines and items to be included. Reviewed '05 requests. Visited issue of CPE upgrade costs for one PSAP. Entire region.

LEC/WSP LIAISON	41.50			
1. Followed up with call routing sheet questions and WSP routing issues for Triton PCS, Sprint PCS, and Nextel Partners..	9.25			Assisted individual PSAPs. Augusta County, Nelson County, and City of Staunton.
2. Assisted PSAP with addressing issues for T-Mobile, Nextel Partners, and nTelos.	7.25			Assisted with addressing issues related to towers and call routing information. Nelson County.
3. Followed up on status of wireless trunk installation.	7.00		52%	Kept abreast of trunk installations, pending issues, and impending strike. Began making preparations to contact WSP for testing. Augusta County, Nelson County, City of Staunton, and City of Waynesboro.
4. Followed up on rehome status for PSAP with Verizon and WSPs.	6.50			Harrisonburg-Rockingham.
5. Finalized issues with RF mapping for PSAPs.	5.00			Discussed particular issues for Augusta County, Nelson County, and City of Staunton.
6. Researched status of LECs, trunk orders, equipment issues, and WSP coordination.	6.50			Meetings, calls, and e-mails with LEC, PSAPs, and WSPs. Reviewed particulars with PMs in other regions to identify common issues. Individual and entire region.
INSTALLATION OVERSIGHT	0.00		0%	
CUT-OVER ASSISTANCE	3.25			
1. Reviewed cut over schedules and pending issues for PSAPs. Followed up accordingly.			6%	Kept abreast of issues to maintain scheduled cut dates for PSAPs. Augusta County, Nelson County, City of Staunton, City of Waynesboro.

SYSTEM IMPLEMENTATION			0.00		20%	
MAPPING/GIS ASSISTANCE			7.50			
1. Followed up with call routing sheet questions and WSP routing issues for Triton PCS, Sprint PCS, and Nextel Partners.			2.75		45%	Reviewed information with PSAPs. Tried to obtain interface information from CAD vendor.
2. Assisted PSAP with reviewing datasets and providing information to vendor for conversion.			3.25			Assisted PSAP with providing dataset to vendor and evaluation of results for data conversion for mapping.
3. Worked with PSAPs identifying needs of cell tower layers. Reviewed and identified potential problems and resolutions.			1.50			Followed up on pending issue for PSAP. Rockbridge County. Began discussing task with PSAPs. Augusta County and City of Waynesboro.
PROJECT REPORTING			13.50			
1. Prepared report outlining pertinent information for each PSAP for month of July. Submitted for review.			10.00		38%	Collected information and prepared monthly report for WSB. Review particular items with supervisory staff. Entire region.
2. Database maintenance and update CMRS information in PSAP database.			3.50			Updated database to reflect current information.
TRAINING			0.00		5%	
ACCEPTANCE TESTING			0.00		7%	
TOTAL HOURS			117.00			
Completed Tasks						
PSAP Assessments	Region					
Issues of Importance / Accomplishments						